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UNITED STATES DEPARTMENT OF AGRICULTURE
Soil Conservation Service
Washington 25, D. C.

FIELD MEMORANDUM No. 1127

RE: Reports

November 18, 1948

TO ALL RANKING FIELD OFFICERS:

Some unnecessary inaccuracies have been found in a number of otherwise splendid reports dealing with such physical land matters as capability classes and drainage conditions, needs, etc. (but not to include flood survey reports). These reports are so good, and so important, that they are certainly worth a little more attention in manuscript preparation in order to assure a reasonable degree of uniformity throughout the country.

Portions of a number of these reports for various Soil Conservation Service regions have been carefully examined and found very well organized in the main. In places, however, some of them are spottedly vulnerable to the type of criticism we sometimes get. Admittedly, some of these matters are of rather small importance, but some of them are seemingly of more importance than mere oversights. At any rate, it is felt that all of them could easily be read for constructive criticism before final processing.

Accordingly, you are herewith instructed to submit those reports having the importance of a drainage survey or including matters of the nature of land capability surveys to our Washington Division of Information for the purpose of being examined by the appropriate service division before publication, mimeographing, multilithing, dittoing, or processing in any way for general distribution.

Send all such reports intended for public distribution which will contain as many as five (5) pages of mimeographed, lithographed, dittoed or printed, or otherwise processed, material.

As a part of this procedure, the Division of Information in this office is herewith instructed to get any such report out to the proper division or section for quick review, within one day after it is received in Washington. Also, the appropriate reviewing division or section is herewith instructed to make arrangements to get these reports mailed back to the Regional Office within two weeks after receipt. This will, of course, necessitate prearrangement by the appropriate division or section for expediting such reviews.

H. B. Bennett

Chief

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